

## Disability Benefits Support Contract Committee

### Grants Sub-Committee Meeting Minutes

<b>Date and Time:</b>	January 30, 2014 from 12:35-1:05pm
<b>Location:</b>	Via conference call
<b>Attendance:</b>	<b>On the call:</b> Julie Farrar, David Henninger Donovan O'Dell and Mark Simon. Marty Zimmerman, Staff <b>Excused:</b> Clif Croan

#### Notes:

- The meeting was called to order at 12:35 pm.
- Mark and Julie reviewed progress with the Attorney General's office in regards to a loan from DBSCC to the License Plate Auction Group.
- There was some miscommunications and confusion over the terms of the interest being charged on the loan by DPA, which is holding up the process. The contract is ready once the funds are released.
- Mark explained that the way the DIPS fund was set up, interest on the Breast and Cervical Cancer Fund would come to us. That funding is in jeopardy due to a bill being presented, but Mark is advocating to keep the interest coming.
- Marty revised the Colorado Common Grant Application to fit our needs. Because the meeting was going to be short, he suggested that everyone review it in dropbox and be prepared to comment for the next meeting.
- The committee decided on key points to help with the process:
  - There would not be one application date, but rather a rolling deadline.
  - Marty will serve as the key person to discuss process and approved policy with people seeking more information. He will not promise any funding nor suggest any amounts for applications.
  - We are not confining loan or grant sizes. We are asking applicants to apply for what they need and will tell them that no amount is too small.\* We will also ask them to be prepared in case they do not get full funding
  - Marty will research setting up a dummy email account so that all emails will go to one place and can easily be tracked.
  - Applications will be sent to DBSCC c/o Zim Consulting's address.
- Marty spoke on Clif's behalf that we still need ideas and suggestions for the list of outside resources.
- Marty addressed the question of how to handle a company that wants to give shares instead of pay back the loan or the loan interest, by asking a question on the application as to how they plan on repaying a loan.
- Julie agreed to continue working on a draft of a mission statement
- Next steps
  - David will present meeting outcomes on February 7
  - Julie will continue working on the mission statement
  - Everyone will send Clif more resources
  - Everyone will review the draft application and provide feedback.
  - Our next meeting will be on Thursday, February 13<sup>th</sup> from 12:30 – 1:00 pm via teleconference.

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\* Minutes were approved with one change on 2/14/14. The minutes were approved with a \$1,000 minimum loan or grant amount.